

EDUCATION ASSISTANCE PROGRAM SURVEY

Company
Name: Honeywell FM&T, LLC

Contact
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Does your company offer an Education Assistance Program? No ☐ Yes ☒

If your answer is “Yes,” please answer the following questions:

1. Who is eligible to participate in your Education Assistance Program? (Check all appropriate boxes, and fill in the parentheses if applicable.)

x	Regular full-time employees		Temporary part-time employees
x	Regular part-time employees		Employee must have completed (0) months of active employment prior to starting the program
	Temporary full-time employees		Employee agrees to complete (0) months of active service following completion of the program

Please list other personnel eligibility requirements (if applicable)

2. Is your program a "reimbursement" or "prepayment"?
☒ Reimbursement ☐ Prepayment (If you checked Prepayment, please explain the process you use.)

3. Do you have class grade requirements? (For example, a minimum of a "C" for undergraduate course?) _____ No x Yes (If yes, please specify.)
"C"

4. For employees pursuing a Masters degree, do you reimburse for masters' thesis/project credits while the thesis/project is in work (and all other coursework has been completed)? Or do you wait to reimburse until the thesis/project is successfully completed?

Reimburse while in work x Wait until successfully completed

5. Do you have limits on the dollar amount to be paid/reimbursed (i.e., \$5000/year)?
 No ☒ Yes ☐ (If yes, please specify.)

____ No ____ X ____
IRS Limits

6. What education expenses are eligible under your program for payment/reimbursement? (*check all that apply*)

<input checked="" type="checkbox"/> Application Fee	<input type="checkbox"/> CLEP Fee	<input type="checkbox"/> Technology Fee
<input type="checkbox"/> Assessment Fee	<input type="checkbox"/> Graduation Fee	<input checked="" type="checkbox"/> Tuition
<input checked="" type="checkbox"/> Books	<input type="checkbox"/> Lab Fee	<input type="checkbox"/> Other(s) _____
<input type="checkbox"/> Campus Parking	<input type="checkbox"/> Late Fee	_____
<input type="checkbox"/> Childcare	<input checked="" type="checkbox"/> Required Supplies	_____

7. Do you have criteria for approving courses of study (i.e., business/job relevance)?

☐ No ☒ Yes (*If yes, please explain.*)

☐ Manager must approve all coursework as well as HR must approve. _____

8. Do you have criteria for selecting colleges/universities (i.e., accreditation, location)?

☒ No ☐ Yes (*If yes, please explain.*)

9. Do you allow distance learning or correspondence?

☐ No ☒ Yes (*If yes, please explain your criteria.*)

10. Do you allow employees to use company time to attend classes?

☐ No ☒ Yes (*If yes, please explain.*)

☐ On a limited basis. This requires HR approval prior to coursework. _____

11. Do you allow employees to use company equipment (i.e., computers, printers) for completing their course work?

☐ No ☒ Yes (*If yes, please explain.*)

☒ Yes they can use the equipment but it must be used on their own time, not during normal working hours. _____

12. Do you use an automated system for the employee to request reimbursement?

☒ No ☐ Yes (*If Yes, please answer the next few questions.*)

13. Does the automated system include electronic signature? ☐ No ☐ Yes

14. If you use an automated system, is it home-grown or a commercial product (COTS)? (Please circle one.) If a COTS, what product is it?

15. Is there anything else that you would like to tell us about your Education Assistance Program?

Thank you for participating in our survey! We appreciate you taking the time to answer these questions. We will be summarizing the data gathered and post the results to the FMSIC web site.